

# COVID-19 Vaccination Policy

<b>Policy Number:</b>	<b>OP-009</b>
<b>Policy Category:</b>	Administration
<b>Approved by:</b>	OPL Board
<b>Accountability:</b>	CEO's Office
<b>Approval Date:</b>	<b>September 23, 2021</b>
<b>Effective date:</b>	<b>September 24, 2021</b>
<b>Next Review Date:</b>	September 2022
<b>Supersedes:</b>	New policy

## Purpose:

The purpose of this policy is to mandate that all full-time, part-time, casual, students, temporary/contract staff, volunteers and contractors must be fully vaccinated.

This policy demonstrates the commitment Oakville Public Library (OPL) is taking to prioritize health and safety by taking every precaution reasonable from the hazard of COVID-19 through elimination of the hazard. This policy supports adopting enhanced safety measures, which includes establishing procedures requiring individuals to be fully vaccinated against COVID-19. Where this is not possible, the policy supports appropriate safe, alternative accommodations based on individual circumstances. Through this policy, the library demonstrates its commitment to:

- follow Halton Region Public Health recommendations, guidelines, and directives;
- support all to be protected against COVID-19, and inform of immunization options and the potential consequences for non-immunization;
- stress the importance of continued vigilance against COVID-19;
- ensure the protection of personal health information by safeguarding and limiting the collection/use/disclosure of such information to the extent necessary in accordance with any applicable privacy laws.

## Scope:

This policy applies to all OPL employees (including but not limited to full-time, part-time, casual, students, and temporary/contract and any individual representing or acting on behalf of the Library in any manner (including but not limited to contractors, consultants, tenants and volunteers)).

The implementation of the policy is subject to the development of applicable procedures.

*Note: This policy and applicable procedures developed under this policy are subject to change at any time, based on the evolving pandemic situation, industry best practices/guidelines and/or regulatory requirements. The Library reserves the right to exceed minimum regulatory requirements at its discretion.*

## **Policy Statement:**

OPL is dedicated to the health and safety of all employees as well as the broader Oakville community who use our services. The prevalence of COVID-19 and its variants within Ontario have increased transmissibility and disease severity, posing severe risk. Full vaccination has shown to be effective in reducing COVID-19 virus transmission and protecting individuals from severe consequences of COVID-19 and its variants. This policy is an important measure that complements the other health and safety measures in place to reduce transmission and is supported by Halton Region Public Health.

## **Responsibilities:**

### **CEO and Directors are responsible for:**

- Ensuring proper application of this policy.
- Ensuring service specific processes comply with corporate standards and government regulations, orders and directives.
- Ensuring information and resources promoting the importance of being vaccinated and following current health and safety protocols to prevent the spread of COVID-19 are provided to employees.
- Ensuring employee vaccination status information is collected, maintained and disclosed in accordance with this policy and privacy legislation.

### **Managers and supervisors are responsible for:**

- Providing employees, volunteers, contractors and students with access to information about COVID-19 health and safety protocols and COVID-19 vaccines.
- Continue to enforce workplace precautions that limit the spread of COVID-19 virus.
- Being aware of the potential for workplace conflict or issues related to individuals COVID-19 vaccination status.
- Ensuring employees have submitted proof of their vaccination status or a substantiated exemption to Human Resources.
- Assisting in the accommodation process when required and maintain confidentiality with respect to this process.
- Enforcing workplace precautions that limit the spread of COVID-19 virus.

### **Employees are responsible for:**

- Obtaining and submitting individual proof of COVID-19 vaccination.
- Notifying Human Resources that they are requesting an accommodation from the requirement to be fully vaccinated for reason related to the *Ontario Human Rights Code*.
- Working in a manner that is respectful to all, respecting employees' privacy under OPL's Respectful Conduct Policy and Procedures.
- Educating themselves about COVID-19 and COVID-19 vaccinations.
- Continuing to follow health and safety protocols to prevent the spread of COVID-19 before and after vaccination.
- Maintaining their vaccination status including obtaining boosters as they are required and providing proof of full vaccination in accordance with this policy.

### **Human Resources is responsible for:**

- Collecting and maintaining vaccination status information in accordance with privacy legislation and corporate policies.
- Ensuring employees have submitted proof of their vaccination status or an approved exemption.
- Providing guidance and support to managers and supervisors to assist with developing and managing employee accommodation plans.
- Ensuring all future hires are aware of and meet the requirements of this policy.

## **Definitions**

**COVID-19:** A virus belonging to a large family called coronavirus which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

**Fully Vaccinated:** Having received the required number of doses of a COVID-19 vaccine approved by Health Canada (e.g., both doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received a final dose of vaccine at least 14 days ago.

If the person received their second dose within the last 14 days, they are considered partially vaccinated until day 14.

In the future, this may include any required booster shots

## References and related documents

COVID-19 Vaccination Procedure for staff

Any other related Procedures

## Legislative and Administrative Authorities

[Accessibility for Ontarians with Disabilities Act, 2005](#)

[Occupational Health and Safety Act](#)

[Ontario Human Rights Code](#)